



**People Making
A Difference!**

Office of the State Board of Education

P.O. Box 83720
650 W. State St; Ste. #307
Boise, Idaho
83720-0037

WEBSITE:
www.boardofed.idaho.gov

**If you have questions,
please contact us at:**
(208) 332-1582

FAX:
(208) 334-2632

EMAIL:
tracie.bent@osbe.idaho.gov

Term Limited Opening

Technical Records Specialist 2

Term Limited Position

Office of the State Board of Education

Open for Recruitment: September 13, 2010 – September 19, 2010

Salary Range: \$15.00/hr [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is a grant funded, term limited position. The term of this position is annual for up to five (5) years.

The Idaho State Board of Education (SBOE) is the policy-making body for all public education in Idaho and provides general oversight and governance for public K-20 education, including public community colleges. The Office of the State Board of Education (OSBE) provides administrative support to SBOE. It also provides leadership, support, and coordination for public schools, colleges and universities, the Division of Vocational Rehabilitation, Idaho Public Television, and the Division of Professional-Technical Education. The Executive Director serves as the administrative extension of SBOE.

This position provides technical support for the College Access Challenge Grant and Idaho state managed scholarships. This position is a classified, term-limited position that implements activities and provides support for grant and organizational projects. This position conveys information, determines compliance, and resolves controversial matters regarding statewide college access and scholarship activities.

KEY RESPONSIBILITIES

- Compile and collect data on grant activities and matching funds.
- Collect data from institutions and scholarship recipients regarding scholarship eligibility and awards.
- Maintain detailed records and generate reports regarding scholarship and grant awards, digital and paper copies.
- Provide technical assistance to scholarship program.
- Serve as a program expert providing guidance and assistance regarding complex program rules and regulations to office staff and external customers.
- Monitor and track detailed budget expenditures.
- Perform complex and difficult program support functions for multiple or highly specialized programs.
- Have the knowledge and judgment to devise solutions that fall outside existing policies and procedures. The work requires problem solving and negotiation skills.
- Frequent contact with internal and external customers requiring good public relations skills.
- The ability to function with considerable independence and exercise discretion in program implementation and applying policies and procedures. The work requires extensive knowledge of program objectives.
- Judgment, discretion, and interpretation of a variety of complex guideline policies and procedures. The incumbent is responsible for the final work and any consequence of error. The program knowledge is of a complex nature.
- Ability to analyze information and research a variety of sources to identify and resolve problems or issues.
- Data entry

MINIMUM QUALIFICATIONS

- Experience monitoring record systems to identify and correct errors; interpreting, explaining, and applying laws, regulations, and complex policies for multiple or highly specialized programs; dealing with individuals from varying cultural and socio-economic backgrounds in stressful situations; entering and retrieving data using a computerized record system;

composing and proofreading business correspondence.

- Experience conducting sensitive fact finding interviews; storing, retrieving and compiling information in a report format using database software; using spreadsheet software; data entry, working with sensitive or restricted data; operating word processing equipment and software (Microsoft Word) at the rate of 55 wpm; creating mass mailings using mail merge functions; using presentation software such as Power Point and Microsoft Publisher; intermediate knowledge of Excel.
- Experience interpreting, applying, implementing, and explaining complex information such as rules, regulations, policies, or services; independently solving problems/performing liaison activities in a work setting; coordinating activities requiring complex arrangements.
- Familiarity with state and local government organization structure, functions and decision-making processes, and Idaho's educational system desirable.
- Ability to communicate clearly and effectively.
- Ability to organize and implement complex and diverse projects and information.
- Ability to work effectively in a team.

How to Apply: You may apply for this position at the following web site, or at www.dhr.idaho.gov
https://labor.idaho.gov/dhr/ats/statejobs/jobannouncement.aspx?announcement_no=01103045348

When completing the online application information you must select the Board of Education under agencies, limited service positions under Job Type/Shift, and Boise under Cities that you are willing to accept employment.

If you have any questions you may contact:

Tracie Bent
Idaho State Board of Education
650 W State St, 307
P.O. Box 83720
Boise, ID 83720-0037
Email: tracie.bent@osbe.idaho.gov
Fax: 208-334-2632, Attn: Tracie Bent

**Thank you for you interest in employment with the
Office of the State Board of Education!**

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.